
W.No.46

AMARAVATI, FRIDAY, NOVEMBER 17, 2023

G.1192

RULES SUPPLEMENT TO PART I

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GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Dept., of GV/WV & VS/WS - Divisional Development Officers (DLDOs) – Assigning certain Additional Roles & Responsibilities to the DLDOs for the effective functioning of the Village / Ward Secretariats – Orders – Issued.

DEPARTMENT OF GRAM VOLUNTEERS / WARD VOLUNTEERS & VILLAGE
SECRETARIATS / WARD SECRETARIATS

G.O.Ms.No.08

Dated:01.11.2023

Read the following:-

1. G.O.Ms.No.674, PR & RD (E-V) Dept., Dt:30.09.2020.
2. From the Director, GV/WV&VS/WS, Vijayawada vide e-file No. GWS02-COOR/100/2022-ADC(HRT) (C.No .1853838), Dt.07.10.2022.

ORDER:

In the G.O. 1st read above, Government have issued orders for creating the post of Divisional Development Officer (DLDO) at divisional level for effective monitoring and implementation of various Government Programs / Schemes through Village / Ward Secretariat System under Navaratnalu and also prescribed the job chart to the post of Divisional Development Officer (DLDO) .

2. In the reference 2nd read above, the Director GV/WV & VS/WS, Vijayawada has submitted a proposal to assign certain additional roles and responsibilities to the Divisional Development Officer (DLDO) for the effective functioning of the Village / Ward Secretariats and requested the Government to issue necessary orders.

3. After careful examination of the request of the Director GV/WV & VS/WS, Vijayawada, Government hereby assign the following Roles & Responsibilities to the Divisional Development Officer (DLDO) in addition to the responsibilities assigned vide G.O.Ms.No.674, PR & RD (E-V) Dept., Dt:30.09.2020 for the effective functioning of the Village / Ward Secretariats:

A. General Roles & Responsibilities:

1. Divisional Development Officer (DLDO) shall act as an arm of the Government for all the Development and Welfare programs at the Divisional Level. They shall review, monitor and ensure timely implementation of Jagananna Thodu, YSR Bima and other Welfare and Development Programs.
2. They shall initiate disciplinary proceedings and submit reports to the District Collector on complaints of irregularities and maladministration with respect to Village / Ward Secretariats (VWS) in their jurisdiction.

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3. They shall mandatorily inspect at least four Village / Ward Secretariats in a week and submit their inspection findings in the PMU Inspection App. The shortcomings noticed shall be reviewed continuously until the issue is resolved. Some of these inspections should be in a surprise and sudden manner so as to capture real situation across the Village / Ward Secretariats.
4. They shall ensure the required inspections of Village / Ward Secretariats conducted by the Nodal Officers (Secretariat Level), Special Officers (Mandal / ULB Level) and monitor their inspection findings through PMU Inspection app.
5. They shall collect fortnightly reports on vacancy position of volunteers and ensure filling up of the same by MPDOs and Municipal Commissioners every fortnight.
6. They shall ensure that the in-charge arrangements for the vacant Drawing and Disbursing Officers (DDO) positions are made by the MPDOs / MCs in order to draw the salaries of Village / Ward Secretariat Functionaries and honorarium of Village / Ward volunteers regularly.
7. They shall ensure that the HRMS Portal is used by ALL the Functionaries and the concerned Approving Authority of the Line Department for sanction of Leaves, On-Duty Regularization etc.
8. They shall ensure that the salaries of Functionaries and honorarium of Volunteers are paid as per the Bio-Metric reports.
9. They shall also conduct fortnightly review meetings with all the MPDOs / MCs and Nodal/ Special Officers with respect to all the Village / Ward Secretariats in the Division.
10. They shall ensure enrollment of Apadhmitras in Village / Ward Secretariats and assist the District Administration in Disaster Management activities.
11. They shall ensure that every citizen who comes to Village / Ward Secretariats shall be attended to by the Functionaries in a courteous manner and without any delay.

B. Monitoring of Village/Ward Secretariats:

1. DLDOs shall ensure Biometric Attendance of all the Functionaries, thrice a day i.e. before 10:30 AM, between 2:30 PM & 3:00 PM and after 5:00 PM. They shall ensure that ALL the Functionaries shall be available in the Secretariat during Spandana from 3 PM to 5 PM.
2. They shall ensure Biometric Attendance for Volunteers thrice a week.

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3. They shall ensure that all the Village / Ward Secretariat Functionaries adhere to dress code, badges, and wear ID cards throughout the working hours. They shall monitor the Performance of VWS Functionaries regularly and take remedial measures to improve the performance of Village / Ward Secretariats.
4. They shall ensure display of all the posters related to Schemes. In addition to this, the following shall be displayed:-
 - i. Lists of eligible and ineligible beneficiaries with respect to schemes.
 - ii. List of Services along with the SLA period.
 - iii. Welfare Calendar.
 - iv. SOS and important contact numbers.
 - v. Display board with respect to RTI, Spandana etc.,
 - vi. Any other standard requirements as and when instructed by the Government.
5. They shall ensure proper receipt and collection of amounts pertaining to various Services at Village / Ward Secretariats and their remittance into bank accounts, without any delay i.e. in 'Transaction +1' day. They shall ensure that necessary action is initiated in case of any delay in remittance of Service charges by the concerned Functionary.
6. They shall ensure timely delivery of all the Services as per user manual provided with respect to Andhra Pradesh Seva Portal. They shall also ensure that all the Grievances with respect to Schemes have been entered into Navasakam Beneficiary Management (NBM) Portal.
7. They shall ensure proper receipt and prompt distribution of all the infrastructure related items, pertaining to Village / Ward Secretariats, at all the Mandals/ULBs. They shall coordinate with District Inventory Manager / District Coordinator for the purpose of repairs and replacements of any infrastructure related items / devices in Village / Ward Secretariats. They should acquaint themselves with the usage of Inventory Tracking Portal. They shall inspect Inventory & maintenance of Asset Register for all Village / Ward Secretariats assets etc. in the division.
8. They shall ensure availability of sufficient stock of consumables (Printer refills, laminating pouches, High Secured Based Stationery etc.,) in all the Secretariats and also ensure required indents are raised.
9. They shall monitor the issues raised in Wednesday Review Meetings and follow up with all the Mandals / ULBs / Secretariats to redress the issues.
10. They shall ensure that the Mobiles / FPS / SIMs are collected from the resigned / terminated volunteers and are issued to the new volunteers.

11. They shall ensure that all VWS have Drinking water facility and Washrooms facilities.

C. Other Roles & Responsibilities

1. DLDOs shall ensure conduct of Beneficiary Outreach Program (BOP) and Citizen Outreach Program (COP) regularly. Those Mandals / ULBs where performance is not satisfactory shall be called for review meetings.
 2. They shall monitor the Gadapa Gadapaku Mana Prabuthvam (GGMP) Program. They shall monitor the progress of High-Impact Works (HIW) in coordination with MPDOs / MCs and update the status in the GGMP HIW Portal.
 3. They shall conduct, attend, and monitor Aadhar special camps. They shall review the weekly progress of Aadhar enrollments conducted through Village / Ward Secretariats.
 4. DLDOs shall inspect all Mee-Seva Centers at least once in 3 months. They shall ensure that all Mee-Seva Centers carry out transactions as per the guidelines following the due protocols.
 5. They shall ensure support for Social & Behavior Change Communication Project – SBCC Cell - that is being run by the GVWV & VSWS Department.
 6. They shall ensure that the Village / Ward Functionaries attend trainings imparted by APSIRD & respective Line Departments.
 7. They shall continuously monitor all legal cases pertaining to the Village / Ward Secretariats in their jurisdiction, duly ensuring filing of para-wise remarks and counter affidavits in coordination with the Legal Officer as well as O/o Government Pleader, GVWV & VSWS Department.
4. All the District Collectors in the State are requested to monitor the functioning of DLDOs to strengthen the Village / Ward Secretariat system for timely and effective delivery of Welfare Schemes and Services to the citizens.
 5. All the District Collectors in the State and the Director, GVWV & VSWS, Vijayawada shall take necessary action accordingly.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

AJAY JAIN
SPECIAL CHIEF SECRETARY TO GOVERNMENT (FAC)

To
All the District Collectors in the State.
The Director, GVWV & VSWS, Vijayawada.
All the Divisional Development Officers in the State.

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Copy to:

The OSD to Hon'ble Dy. Chief Minister, PR & RD, A.P. Secretariat.

The Spl. Chief Secretary to Government, PR & RD Dept., A.P. Secretariat.

SF/SC

// FORWARDED :: BY ORDER //

S. Mary Rahamani
SECTION OFFICER.